

Town of Monterey  
P.O. Box 308 435 Main Rd  
Monterey, MA 01245  
P: 413.528.1443 F: 413.528.9452  
[www.monterey-ma.org](http://www.monterey-ma.org)

### **Public Records Request Form**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

I, the above signed, am requesting the information listed below, regarding the following address\*:

\_\_\_\_\_ Map #\*: \_\_\_\_\_ Lot #\*: \_\_\_\_\_

Please explain/list (in detail) what documents you are requesting copies of:

---

---

---

---

---

---

---

---

Under Massachusetts General Laws, an estimate will be sent to you regarding the research and copy fees associated with this request. Research and copying will only be done after payment is received based on the Public Records Request estimate mailed to you.

\*\*\*\*\*

*For office use:*

Date Request Received: \_\_\_\_\_ Request Received by: \_\_\_\_\_

Payment Received on: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Notes: